Approved For sease 2005/08/24 : CIA-RDP93B01194 01100140001-4

MEMORANDUM FOR: Director, Information Services

FROM:

Chief, Classification Review Division

SUBJECT:

Notes on CRD for Budget Meeting

- 1. The CRD Mission: CRD represents an Agency declassification review capability which is used to review CIA material found during systematic classification review programs conducted by other agencies, to maintain liaison with other agencies on declassification matters, and to review material where an Agency-wide perspective is necessary. CRD maintains two computerized data systems, one to record actions taken in systematic reviews and a second to record items of information that relate to classification questions and could be useful in making classification water or declassification decisions.
- 2. The Historical Review Program: CRT will provide the declassification review capability required by the Historical Review Program. They will survey records initially earmarked for the program to determine what percentage can be declassified and when records are definitely chosen for the program, to conduct a complete review in preparation for public release. Up to eight additional reviewers and intelligence assistants will be required to run this program in CRD.
- 3. Centralized Review: CRD will provide the cadre for a declassification review unit that will be developed to eventually conduct all Agency declassification reviews for release to the public. This will include reviews under FOIA, PA, mandatory reviews, systematic review, and those classification reviews which relate to a variety of security questions. Assumption of those tasks will be undertaken gradually beginning with mandatory reviews (250-300 per year) for which an addition of two reviewers will be required, followed by referrals from other agencies (900-1000 per yr) for which an additional four reviewers will be needed.

4. Personnel: 6RD had duri	ng FY 1984.	They averaged	durin§TAT
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5. Equipment Requirements: WANG equipment is required to support the RIMS data collection and exploitation system. This will require a minimum of two terminals, a printer, access to a WANG Alliance system of a stand along WANG system with the Alliance pachage. (A possible alternative would be to use the VM system and tie into the main frame at Headquarters. This would require VM terminals to update the two now in CRD and a printer.)

Approved For lease 2005/08/24: CIA-RDP93B0119 001100140001-4 CRD Production by Documents Reviewed

- 	FY 1983	FY 1984
	(PRB 166	128
Manuscripts,	SAEs 336	713
SAES, MISC.	06c/01L 46	291
reviews	Damage Assessments 15	33
	CBS/Westnoreland 628	
- ··· -	RIMS 126	218
	Totals: 1317	1383
	(DOD 519	3823
Systematic,	NARS 3.875	7355
Mandatory,	7.P.D. 176	286
FOIA reviews	FRUS	288
	Totals: 7568	11752

Percent of CRD Effort Expended*

	FY 1983	-		y 1984
PRB	8			9
SAES	4.5			,
06c/0LL				4.5
·	.5			2
CBS/Westmoreland	12,5			20,5
RIMS	4,5			5.5
	32,0		4	7,5

	the comment of the co	
D. O. D		13
NARS		30
	2,5	2,5
	24_	<u>7</u> 52,5
*	68,0	52,5

* A composite of Manhours worked and production.

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Sept 1984

CRD PRODUCTION FIGURES FOR 1984 JAN ATJUL

PER MONTH 950 Documents

9,200 Pages

SYSTEMATIC REVIEWS:

(Includes support to State, DOD, NARS, and Presidential Library systematic review programs.)

130 Documents

3,350 Pages

AGENCY REQUESTED REVIEWS:

(Includes review of employee manuscripts for PRB, Summaries of Agency Employment for non-DO people, and miscellaneous reviews for OGC (CBS/Westmoreland, OLL, OS, etc.)

TOTALS PER MONTH FOR PERIOD: 1,080 Documents 12,550 Pages

GRAND TOTALS FOR THE ENTIRE SEVEN-MONTH PERIOD:

7,550 Documents 87,800 Pages

Whey pacount up in 84:
Visits to Pres Lili
More works at NARS/Swilland
More FRUS works
Odded two suployees & lost one

83 7 Morths

Total: 5067 does 50,148 pages Syst: 3671 does (72%) 28,537 pages (57%, Internal: 1396 does (28%) 21,613 pages (43%)

84 7 months

Totals: 7558 docs 87805 pages

Syst: 6671 docs (88%) 64373 pages (73%)

Internal: 887 docs (12%) 23432 pages (27%)

Systematic Review includes: EO, Syst, FROS, OSS Internal Review includes: manuscrypts, RIMS SAES, Misc (from TPD, OLL, OGC)

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Effort, CRD	FY 83	FY84
PRB	8%	9%
SAE	42%	6%
DOD and Others	175%	13%
NARS	24%	30%
IPD (Mandatory Requests)	22%	21%
LLB and OGC	2%	42%
Damage Assessments	12%	2%
Special Projects (e.g. CBS-Westmoreland)	125 %	202%
RIMS .	45%	5½%
FRUS (state)	24%	7%
	100%	100%

GOALS

6. Develop required review programs and improve, where possible, the camability of the Agency to respond in a timely and consistent matner to requests for review and release of Agency information as required by statute, executive order, or Agency regulation.

OBJECTIVE V

5. Make proposals that are aimed at reducing the response time in answering "FOIA requests and which will provide the basis for imporving consistency in making classification and declassification decisions.

Milistones

- 1. Further develop and seek approval for the proposal to consolidate into on unit the processing and initial review of Agency information that is requeste under statute or executive order.
- 2. Expand the data base in the Released Information Management System (RIMS) and test the usefulness of the system in actual cases.
- 3. Develop the means to add guidelines to RIMS so that the system provides specific guidance as well as precedents as a reference tool in making classification and declassification decisions.

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Objective VI

6. Develop and organize a program to select, review, and release information of historical interest to researchers as required dum under the new FOIA relief Fill passed by Congress.

Milestones

- 1. Prepare a detailed plan to institute a historical records review program that will involve the Agency Historian and the Pirectorate responsible for tirecords as well as OIS.
- 2. If required by the FOGA relief bill, prepare a plan to study the feasibility of a historical records review program for presentation to Congr

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		FY 1983	FY 1984
	(PRB	166	128
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Misc.	OGCIOLL	46	291
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· · · · •	CBS/Westnercland	628	
	RIMS	126	218
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tory,	3 IPD	176	286
ews	FRUS	2998	288
	Totals!	7568	11752
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nuscripts,	SAEs	336	7/3	_,_,
Eg, Misc.	OGC/OLL	46	291	·
views	Damage Assessments	15	33	<u> </u>
	CBS/Westmoreland	628		
· i	RIMS	126	218	
	Totals:	1317	1383	
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	PRB SAEs OGC/OLL Damage Assessments CBS/Westmoreland	FY 1983 8 4.5 2 .5 12.5	FY 1984 9 6 4,5 2 20.5	
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OBJECTIVE AND ACTION PLAN Approved For Release 2005/08/24 : CIA-RDP93B01194R001100140001-4 OBJECTIVE NO. FY RESOURCE ESTIMATE PERIOD LSTATU CRD/OIS OCT - NOV 84 DEC - JAN STAT FEB - MAR Maintain and refine capability for classification review APR - MAY consistent with Executive Orders and Agency regulations. JUN - JUL AUG - SEP + EXCEEDING PLAN = MEETING PLAN < BEHIND PLAN Date Submitted: October 1983 COMPLETION MONTH: SCHEDULED O; ACTUAL X
OCT NOV DEC JAN FEB MAR APR MAY JUN JUL ACTION PLAN (Milestones) Prepare the written proposal for Agency centralized 0 Complete the development of the RIMS system. 0 Input 1,500 items into the RIMS data base (presumes one part-time contract annuitant working soley on this 0 project. Visit Presidential Libraries as resources and funds permit and material has been processed and is ready for Agency review. Update guidelines for review of SAEs and prepare briefing material for personnel officers who are responsible for having departing employees prepare 0 their SAE. Participate in the initial planning for OIS involvement in the selective historical review program. 0 FORM 3629 CHITTONS PREVIOUS

CONFIDENTIAL OBJECTIVE AND ACTION PLAN

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Of Classification review decisions test portion of	ļ			i	ŀ	_	1	1	l			
Released Information Management System (RIMS).	l						1		l			
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Alliance System).	-			ŀ	l	-	1	1	l			1
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Arrange for four visits of CRD review teams to				į.			1	1	1	l .		0
Presidential Libraries (if funds are available).	1		ļ				1					0
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Provide NARS with CIA guidelines for NARS systematic			1	0	х		ł	1				
review for years 1952-54 (ISOO Implementing Directive			1	1			1		1			
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Initiate second phase of State Department records survey.		İ	0	X	l		ļ.	-	l] ;		
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Begin classification review of Summaries of Agency					Ø	ļ		ŀ	l			
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